# POSITION DESCRIPTION

# assistant secretary for educational and cultural affairs, department of state

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| **OVERVIEW** | |
| Senate Committee | Foreign Relations |
| Agency Mission | The Department of State is the lead institution for the conduct of American diplomacy and the secretary of state is the president’s principal foreign policy advisor.[[1]](#endnote-1) |
| Position Overview | The assistant secretary of state for educational and cultural affairs oversees a wide range of academic, cultural, private sector, professional, youth and sports exchange programs to increase mutual understanding between the people of the United States and other countries.[[2]](#endnote-2) |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[3]](#endnote-3) |
| Position Reports to | Undersecretary of State for Public Diplomacy and Public Affairs[[4]](#endnote-4) |
| **RESPONSIBILITIES** | |
| Management Scope | The bureau is made up of several offices that work to properly execute its programs, distribute resources and carry out its mission, including an Office of Academic Exchange Programs, an Office of Citizen Exchanges, an Office of English Language Programs, an Office of Global Educational Programs, an Office of International Visitors, an Office of Policy and evaluation, an Office of Private Sector Exchange and an Office of U.S. Study Abroad.[[5]](#endnote-5) |
| Primary Responsibilities | * Promotes peaceful relations between countries based on exchange of academics, culture, industries, students and sports * Builds private-public partnerships and works with the private sector to bring resources and partnerships to leverage the work of the Bureau of Educational and Cultural Affairs |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** | |
| Requirements | * High-level public engagement management experience (a plus) * Advanced advocacy and coalition building traits (beneficial) |
| Competencies | * Strong passion for the exchange of ideas, traditions and culture between countries and territories * Strong interpersonal and communication skills * Energy for extensive foreign travel |
| **PAST APPOINTEES** | |
| Evan Ryan (2013 to 2017) – Assistant to the Vice President and Special Assistant to the President for Intergovernmental Affairs and Public Engagement; Deputy Chair, Governance Track, Clinton Global Initiative[[6]](#endnote-6) | |
| Judith Stewart-Stock (2010 to 2013) – Vice President of Institutional Affairs, John F. Kennedy Center for the Performing Arts; Deputy Assistant to former President Clinton and the Social Secretary at The White House[[7]](#endnote-7) | |
| Goli Ameri (2008 to 2010) – Candidate for Congress, Oregon; Representative to the 60th Session of the United Nations General Assembly; Public Delegate, 61st session of the United Nations Commission on Human Rights[[8]](#endnote-8) | |

1. Partnership for Public Service agency profile [↑](#endnote-ref-1)
2. <https://eca.state.gov/about-bureau/about-assistant-secretary> [↑](#endnote-ref-2)
3. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-3)
4. <http://www.state.gov/r/pa/ei/rls/dos/99494.htm> [↑](#endnote-ref-4)
5. <https://eca.state.gov/about-bureau/organizational-structure> [↑](#endnote-ref-5)
6. <https://eca.state.gov/about-bureau/about-assistant-secretary> [↑](#endnote-ref-6)
7. <https://diplopundit.net/2009/12/14/officially-in-judith-ann-stewart-stock-to-eca/> [↑](#endnote-ref-7)
8. <http://www.thecgeinc.org/GoliAmeri.html> [↑](#endnote-ref-8)